

CONFIDENTIAL

MEMORANDUM FOR: Director of Personnel
THROUGH: Acting Deputy Director (S)
SUBJECT: Review of SF Personnel in Selection Out Procedure

1. In accordance with the Director's 17 February 1958, a careful review has been made by the SF Career Service of all personnel currently in the Agency. As of this date, the SF Career Service has anyone whom it recommends selecting for assignment to any of Agency programs, operations, and activities.

2. It is the policy of this Office to "wash out" substandard personnel. This is accomplished by observation of work habits by supervisory personnel, Fitness Reports, review of leave records, and information gathered are of sufficient nature that this Office requests reassignment, separation, or removal outside the Agency through appropriate offices of Personnel. Since 1 January 1958, there have been four such actions effected on personnel who did not resign. These four employees would have been on the payroll had they not resigned. In addition, one employee has been given a letter of warning to improve work habits within 30 days. Another has applied for disability retirement. This application should be approved in the very near future.

3. For your information, I have also several SP personnel to appropriate office for consideration in connection with the However, the employees whose names have been considered substandard for selection are by